



UNITED STATES MARINE CORPS  
FORCE HEADQUARTERS GROUP  
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5351  
CG  
5 Nov 14

POLICY LETTER 4-14

From: Commanding General  
To: Distribution List

Subj: PROCEDURES FOR SCHEDULING FORCE HEADQUARTERS GROUP CONFERENCE  
ROOM AND CONFERENCE LINE

Encl: (1) FHG Conference Line Information  
(2) MS Outlook Calendar Color Chart

1. Situation. To establish policy for reservation and utilization of the Force Headquarters Group (FHG) conference room and conference phone line.

2. Mission. To utilize the FHG conference room (Room 4W2202) and conference phone line with the maximum efficiency possible during the work week and drill weekends, in order to eliminate double booking, meeting cancellation or conflicts that may arise from lack of a codified reservation system.

3. Execution

a. Concept of Operations. The FHG Adjutant will organize and maintain cognizance over scheduling the conference room and line for the FHG Command Element and any visiting guests. The primary method will be to create a Microsoft Outlook calendar with currently recurring and future meetings and calls. Meeting organizers will contact the Adjutant or the secondary points of contact listed below and request to reserve blocks of time for use of the conference room or phone line.

b. Tasks

(1) Chief of Staff, FHG. Serve as final determination and conflict resolution authority for any scheduling conflicts that arise from this policy and process.

(2) Adjutant, FHG

(a) Serve as the primary point of contact for scheduling, utilization, and serviceability of the FHG conference room and conference line.

(b) Create, maintain, and publish the Microsoft Outlook Calendar that is to be utilized strictly for the conference room and conference line.

(c) Provide conference room and dial-in information as required to any parties participating in meetings or conference calls.

(3) Adjutant Chief/Staff Secretary

(a) Serve as the secondary points of contact for scheduling, utilization, and serviceability of the FHG conference room and conference line.

(4) Security Manager, FHG

(a) Notify and coordinate all requirements as necessary per established Marine Corps Policy when a classified briefing will take place within the FHG conference room.

(b) Ensure that the conference room is in compliance with Marine Corps policy in order to permit classified briefs.

c. Coordinating Instructions

(1) Requests to use the conference room or line shall be submitted via either phone, email or in person to the Adjutant, Adjutant Chief and/or Staff Secretary. The request at a minimum will require the meeting/call organizer, date, time, media (PowerPoint, telephone, etc...), and any specific requirements to include VIP attendance.

(2) Microsoft Outlook Calendar

(a) Point of Contacts. The Force Headquarters Group Adjutant will serve as the primary point of contact for reservation of the conference room and conference line. The secondary points of contact will be the Adjutant Chief and the Staff Secretary. These points of contact will all be able to edit the calendar in order to provide redundancy for scheduling.

(b) Calendar Permissions. The Adjutant will be the owner of the calendar. The Adjutant Chief and the Staff Secretary will have Editor Permission levels. All primary, special staff and those that request permissions will have the Reviewer permission level in which they can view the calendar but cannot make changes.

(c) Use the color chart attached as enclosure (2) when creating events on the scheduling calendar. Ensure that each event is assigned the color that coordinates to the type of reservation requested.

(3) Meetings or conference calls involving the Commanding General will automatically take precedence over anything that is currently on the schedule or has been requested to be scheduled.

(4) If the reservation is not on the Outlook calendar mentioned above, the meeting or conference call is not reserved and will not be entertained. In the event of conflict the meeting reserved on the Outlook calendar will take precedence. Any conflicts that arise as a result of not following these procedures will be decided upon by the Chief of Staff.

#### 4. Administration and Logistics

a. Cleaning of the conference room will fall in line with the pre-established field day routine of weekly cleaning to take place on Thursdays every week. Upon request by a meeting organizer, the conference room can be cleaned on an as needed basis.

#### 5. Command and Signal

a. Command. This policy is effective the date signed and will remain in effect until cancelled in writing. This policy is applicable to all meeting organizers requesting to use the conference room or phone line.

b. Signal. The point of contact for recommendations or changes to this policy is the FHG Adjutant at 504-697-8498.



K. D. SIMON  
Chief of Staff

## FORCE HEADQUARTERS GROUP CONFERENCE LINE INFO

To invite participants to your conference call, provide them with the participant passcode and dial-in number information. The leader pass code is for your use only and should not be shared.

\*\*\*\*\*CONFERENCE LINE SUPPORTS UP TO 40 CALLERS\*\*\*\*\*

Conference Dial in number: 866-564-2783

Leader's Passcode: 8954495

Participants' Passcode: 2749948

To access the conference, both leaders and participants will need to enter their respective passcode followed by # after dialing in.

### Conference Features:

<u>USER</u>	<u>PRESS</u>	<u>FUNCTION</u>
ALL	*1	Help Menu
Leader	*2	Roll Call (in conference)
Leader	#2	Enable sub-conferences (9 max)
ALL	*3	Roll Call (private)
Leader	*4	Mute all
Leader	*5	Toggle ability to continue

### CONFERENCE ONCE THE LEADER LEAVES

ALL	*6	Mute/un-mute your line
Leader	*7	Lock/Unlock the conference
Leader	*9	Entry/Exit options
Leader	*0	Operator Assistance

COLOR	TYPE OF RESERVATION
Default Color	Meeting Only
Blue	Conference Call Only
Green	Meeting with Conference Call
Red	Classified Meeting